



Job Title: Prospect Researcher and Manager

Job Highlights

The Prospect Researcher and Manager serves the fundraising/Philanthropy team of 15 front-line fundraisers at Houston Grand Opera, by identifying potential donor prospects (individuals, corporations, and foundations), and examining their philanthropic propensity toward greater giving to Houston Grand Opera. As the sole researcher for the Philanthropy fundraising team, the Prospect Researcher and Manager gathers and distributes information that allows each fundraiser to choose the best possible approach for cultivation, engagement, and solicitation strategies for potential donors. With the Senior Director of Philanthropy, the Prospect Researcher and Manager is also responsible for continually and consistently identifying new and prospective partners, investors, and supporters, for the work of Houston Grand Opera. These new and prospective partners, investors, and supporters are to be identified among a local, state-wide, and national pool beyond the current base of Houston Grand Opera donors, subscribers, and ticket purchasers.

Join Us!

We are looking for talented, passionate, dedicated people who are eager to make contributions to our community and our mission.

Concerned you do not meet every single requirement listed? Apply! We know that some people are less likely to apply for a job if they don't think they meet 100% of the requirements. At HGO, we are dedicated to building a diverse, inclusive, and authentic workplace. So, if you're excited about this position but your experience doesn't align perfectly, we encourage you to apply! You may be just the right candidate for this position or another role at HGO.

About the Houston Grand Opera

The mission of HGO is to enrich our diverse community through the art of opera. We do so by creating, curating, exploring, and producing outstanding experiences centered around the human voice. HGO has received a Tony Award, two Grammy Awards, and three Emmy Awards – we are the only opera company in the world to win all three honors.

Our strategic focus is two-fold: creating profoundly enriching experiences for our diverse audiences and clearly defining and positively promoting the HGO brand.

We are passionate about building and sustaining an inclusive and equitable working environment for all company members. We believe every team member enriches our diversity by exposing a broad range of ways to understand and engage our community and discover, design, and deliver enriching experiences.

Compensation and Benefits

The starting salary for a candidate who meets the minimum requirements of the position is \$60,000.00. We offer robust benefits to full-time employees, including:

- Comprehensive and affordable health benefits, including medical, dental, and vision insurance; a high-deductible healthcare plan with an employer funded health savings account; a flexible savings account; an employee assistance program; and employer-paid life, short term disability and long-term disability insurance



- Generous paid time off including vacation, wellness, parental leave, and scheduled and flexible holidays
- 403b retirement plan with employer match
- Flexible work schedule
- Hybrid work environment
- Professional development fund and opportunities
- Discounted parking in the Theater District garage and nearby lots plus easy access to Metro transportation
- Free tickets to our mainstage and community productions and events

Key Responsibilities

- Using a wide array of sources, researches, organizes, and evaluates a prospective donor's financial capacity, ability to give, willingness to give, charitable interests, and connection to Houston Grand Opera.
- Among a local, state-wide, and national pool, that is distinctive from the current base of Houston Grand Opera donors, subscribers, and ticket purchasers, continually and consistently identifies new and prospective partners, investors, and supporters, for the work of Houston Grand Opera. Creates and deploys a system for sharing information on these new and prospective partners, investors, and supporters, with Office of the General Director, Philanthropy and the Board of Directors Philanthropy Committee, and/or other members within Houston Grand Opera who may benefit with connection.
- Prepares in-depth reports and narratives on prospective donors by mining data from the donor database and other sources that aid in qualifying prospective donors.
- Provides consistent portfolio management for Philanthropy officers by administratively charting next steps, in conjunction with Philanthropy officers, with any given donor. Meets quarterly with each Philanthropy officer, and their supervisor, for overall portfolio review, and to ensure that each portfolio remains dynamic in its potential. Participates in processes and procedures to ensure the quality and consistency of tracking of prospect engagement and solicitations.
- Creates and devises a system for optimizing potential giving by ranking donors for upgraded giving opportunities, and prospective donors for increased and major gift giving opportunities. Works with each fundraiser in the Philanthropy team to ensure that each fundraiser is dedicating time and energy to those donors who may allow for the greatest financial impact for Houston Grand Opera.
- Conducts research on Special Events table guests for Opening Night, Concert of Arias, and Opera Ball, and provides research to Philanthropy officers one week in advance of the event.
- Creates profiles of HGO travel participants for their review prior to travel.
- Reviews local and national news and business publications, keeping abreast of prospect information as well as local and regional business developments.
- Develops a standard format for donor profiles and ensures that each donor of \$1,000+ has that profile attached to Tessitura donor record.
- Serves as department liaison with electronic screening vendors, and as department expert on its utilities, analyses, and management of data.
- Other duties as assigned.

Qualifications



Bachelor's degree required, and a minimum of one year of demonstrated experience in prospect research, preferably in nonprofit fundraising, is preferred. Knowledge of the range of resources available to prospect researchers and the ability to apply those resources in an organized manner is preferred.

Other Skills and Abilities

Demonstrated analytical skills for identifying philanthropic patterns and relationships for individual, corporate and foundation donors. Ability to analyze documents, such as financial documents, and public records, for the purposes of wealth assessment. Outstanding computer skills. Excellent and demonstrated writing skill. Excellent interpersonal skills and the demonstrated ability to work independently, while managing competing obligations toward meeting deadlines. Strong project management and problem-solving skills. Ability to maintain confidentiality and work with sensitive data. Must be able to thrive in a highly-productive, fast-paced environment. Requires some night and weekend work.

Physical Demands

The physical demands described here are representative of those we consider important for an employee to successfully perform essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Equal Opportunity

Houston Grand Opera is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at HGO are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by federal, state, or local laws or regulations. HGO will not tolerate discrimination or harassment based on any of these characteristics. HGO encourages applicants of all ages.

To Apply

Please click [here](#) to apply.